

Sample Recommendation Letter for Internship Application (No Experience)

[Your Name]
[Your Title/Position]
[Your Organization/School]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to highly recommend [Applicant Name] for the internship position at [Company/Organization Name]. Although [he/she/they] may not yet have direct professional experience in this field, I have had the pleasure of witnessing [his/her/their] exceptional potential, remarkable work ethic, and strong desire to learn during [his/her/their] time as my [student/club member/volunteer/etc.].

[Applicant Name] consistently demonstrates an eagerness to take on new challenges, quickly adapting to unfamiliar situations and always approaching tasks with a positive attitude. [He/She/They] possess excellent interpersonal and communication skills, frequently working well in team settings and offering valuable input during group projects and discussions.

Throughout [his/her/their] time at [School/Organization Name], [Applicant Name] has shown impressive analytical and problem-solving abilities, coupled with a genuine motivation to improve and expand [his/her/their] skill set. [He/She/They] have also shown great responsibility and reliability, consistently meeting deadlines and exceeding expectations in all assignments.

I am confident that [Applicant Name]'s diligence, enthusiasm, and ability to learn quickly will be an asset to your internship program. I wholeheartedly recommend [him/her/them] for this opportunity to gain valuable practical experience at [Company/Organization Name].

Please feel free to contact me at [email address] or [phone number] if you need any further information.

Sincerely,
[Your Name]
[Your Title/Position]